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How to Use CWT Inquiry

Click the type of query from the Inquiry Selection bar on the left side of the screen (shown below)

The screenshot shows the 'Cataloging Workload Tracking' website. On the left is a vertical 'Inquiry Selections' bar with buttons for various organizations and query types. A callout box points to this bar with the text 'Select an inquiry type from this list'. The main content area displays a welcome message and instructions. A second callout box points to this area with the text 'Messages and instructions are shown here'.

Inquiry Selections

- ARMY
 - Army Items
- DLA
 - DLA New Items
 - DLA Maintenance
 - DLA Medical
- FAA
 - FAA New Items
 - FAA Maintenance
- MARINE CORPS
 - Marine Corps
- NATO
 - NATO Maintenance
- NAVY
 - Navy SSR
 - Navy Maintenance
- CWT State
 - Result State
- CWT Training and Registration
 - CWT Help
- DLIS Home
 - DLIS Home

Cataloging Workload Tracking

Welcome to the Cataloging Workload Tracking Website.

To specify an Inquiry, select from the list of possible inquiries, then select and fill in the subsequent information.

(Note: This website reads but in video modes that are 800 x 600 (or better).)

Select an inquiry type from this list

Messages and instructions are shown here

Select the desired search option from the drop-down list, and then enter the search value in the Enter Value box. Click the Submit Query button.

You can click the Clear Value button to delete the entered search value, if needed.

Cataloging Workload Tracking

CWT Inquiry - DLA New Items

The screenshot shows a web form titled "CWT Inquiry - DLA New Items". The form has a dark blue header bar with the title. Below the header, there are three main sections: a selection section, an input section, and a button section. The selection section contains the text "Select Item to Search by:" followed by a drop-down menu with "[Select Item]" and a downward arrow. The input section contains the text "Enter Value:" followed by a text input field. The button section contains two buttons: "Submit Inquiry" and "Clear Value".

1. Click here to see a list of allowed search criteria

2. Type the search value here

3. Click here to start the search

Click this button to clear the search value

For information on entering search values and what is allowed for each type of search, see CWT Inquiry Options, Entering Search Values, and CWT Search Combinations

If your search returns more than one record, you will see a pick list like the one shown below. To view a record, click on the corresponding Select button.

The message box at the top of the form will tell you how many records were found. You can use the navigation buttons at the upper left to page through the pick list.

Cataloging Workload Tracking

CWT Search Results - Army
Updated Result Table.

Page 1 of 1. Displaying records 1 through 2 out of 2.

Select record: Please select one of the following records from the pick list.

	NIIN	PCCN	PLISN	Origin Date
Select	001764260			5/22/00
Select	001764260			5/1/98

Use these navigation buttons to page through the list

Start of list

End of List

Number of records/pages in pick list

Click to select record

The Inquiry Results screen will show you the record returned by your search. The data fields displayed will vary, depending on the type of inquiry.

Cataloging Workload Tracking

Click here to start a new search

CWT Search Results - Army Updated Result Table.

Search Results Record 1 of 1		New Search	
Suspense #:	0196138	ROC:	4CS
NIIN:	001764260	In/Out/Ret:	I
Origin Date:	5/22/00	Input Date:	5/22/00
Assigned To:	Skelding, Cathy x4667		
Input Date:	5/22/00	Suspense Date	6/6/00
In Process Date:		Extension Date:	
Collaboration Date:		Closed Date:	
Item Type:	GIRDER	1685 Action:	
PCCN:		PLISN:	
IRS Project #:		IRS or 1685 Concur/Non-Concur:	
Last Name:		First Name:	
Customer's Organization:		Phone #:	
Fax:		Email:	
Act CD:	ke		
Comments:			

CWT Inquiry Options

Query Data Input on the CWT Inquiry Forms					
CWT INQUIRY – ARMY	CWT INQUIRY – DLA NEW ITEMS	CWT INQUIRY – DLA MAINTENANCE	CWT INQUIRY – FAA NEW ITEMS	CWT Inquiry – FAA Maintenance	CWT Inquiry – Marine Corps
<ul style="list-style-type: none"> • NIIN • PCCN • PLISN 	<ul style="list-style-type: none"> • DCN • PCC • DOR • ISN • Part Number 	<ul style="list-style-type: none"> • NSN • NIIN • Customer Control Number 	<ul style="list-style-type: none"> • DCN • PCC • DOR • ISN • Part Number 	<ul style="list-style-type: none"> • NSN • NIIN • Customer Control Number 	<ul style="list-style-type: none"> • NIIN • Part Number • PCC • PLISN • Submitter/Initiator*
CWT Inquiry - New Medical	CWT INQUIRY – MEDICAL MAINTENANCE	CWT INQUIRY – NATO MAINTENANCE	CWT INQUIRY – NAVY SSR	CWT INQUIRY – NAVY MAINTENANCE	CWT Inquiry – QDB Items
<ul style="list-style-type: none"> • Control Number • IRR • Joint Control Number 	<ul style="list-style-type: none"> • NSN • NIIN • IRR 	<ul style="list-style-type: none"> • NSN • NIIN • Customer Control Number 	<ul style="list-style-type: none"> • PCC • DOR • ISN • ATC • Part Number • NIIN/NICN 	<ul style="list-style-type: none"> • NIIN/NICN • Part Number • DCN • Submitter/Initiator* 	<ul style="list-style-type: none"> • NIIN • CAGE/Part Number

*Submitter/Initiator is an automatic wildcard search – you can submit all or part of a name.

Entering Search Values

Character Strings

CWT Inquiry does not use partial character strings or blank spaces in an input field. You do not need to use hyphens or dashes for fields such as the NSN. Enter, for example, the NSN, as all one number without the dash that typically separates the FSC and NIIN. Query parameter fields require the entire parameter value with no spaces.

Wild Card Characters

CWT Inquiry does not accept wild cards in parameter fields to perform searches.

Search Value Types/Lengths

The table below details the type and length of each type of search value

Search Criteria	Description	Minimum Number Of Characters	Maximum Number Of Characters
ATC	Alphanumeric	2	2
CAGE	Alphanumeric	5	5
Control Number	Alphanumeric	9	16
Customer Control Number	Alphanumeric	5	35
DCN	Alphanumeric	16	16
DOR	Numeric	4	4
IRR	Alphanumeric	9	16
ISN	Alphabetic	4	4
Joint Control Number	Alphanumeric	16	16
NIIN	Numeric	9	9
NIIN/NICN	Numeric	9	9
NSN	Numeric	13	13
Part Number	Numeric	1	32
PCC	Alphabetic	3	3
PCCN	Alphanumeric	6	6
PLISN - Army	Alphanumeric	8	8
PLISN – Marine Corps	Alphanumeric	6	6
Submitter/Initiator	Alphabetic	1	30

CWT Search Combinations

CWT Inquiry accepts one query parameter at a time except as described below.

The following parameters and parameter combinations are allowed:

Army Items - you can search either by:

NIIN, or
PCCN, or
PLISN, or
PCCN and PLISN

DLA New Items - you can search either by:

DCN, or
Any combination of PCC, DOR, and/or ISN, or
Part Number

DLA Maintenance - you can search either by:

NSN, or
NIIN, or
Customer Control Number

FAA New Items – you can search either by:

DCN, or
Part Number, or
Any combination of PCC, DOR, and/or ISN

FAA Maintenance – you can search either by:

NSN, or
NIIN, or
Customer Control Number

Marine Corps – you can search either by:

NIIN, or

Part Number, or

Any combination of PCC and/or PLISN, or

Submitter/Initiator (this is an automatic wild card search, you can enter all or part of a name, i.e., entering JO will return JONES, JOHNSON, etc.)

New Medical - you can search either by:

Control Number, or

IRR, or

Joint Control Number

Medical Maintenance – you can search either by:

NSN, or

NIIN, or

IRR

NATO Maintenance – you can search either by:

NSN, or

NIIN, or

Customer Control Number

Navy SSR – you can search either by:

ATC, or

Part Number, or

NIIN/NICN, or

Any combination of PCC, DOR, and/or ISN

Navy Maintenance - you can search either by:

NIIN/NICN, or

Part Number, or

DCN, or

Submitter/Initiator (this is an automatic wild card search, you can enter all or part of a name, i.e., entering JO will return JONES, JOHNSON, etc.)

QDB Items – you can search either by:

NIIN, or

Any combination of CAGE and/or Part number

CWT Inquiry Messages

Here is an explanation of CWT Inquiry Error and Information messages:

Type of Message	Message	How To Respond
General Errors	No Records Found For Selected Search. Sorry, your search did not return any records.	If you would like to change the search criteria and try again, please return to the search page and enter your new criteria
	No Search Criteria Found for Selected Search. Sorry, you did not supply any values for the selected search.	Please return to the search page and enter your search values. If you have already entered your search values, check to make sure that you have selected the corresponding search.
Informational Messages	To specify an inquiry, select from the list of possible inquiries, then select and fill in the subsequent information.	Point and click the menu item on the left side of the CWT WWW Inquiry Selections main page to choose the inquiry. For example, Army Items, DLA Maintenance, etc.
	Please select one of the following records from the pick list.	Choose the desired record from the Selected Record (pick list) page to view the Search results page.
Server Generated Messages	Internet Operation Timed Out , or any such message, such as Page Not Available for Display . . .	A server or the database is down. Try to log in again at another time.